

## BID/RFP REQUEST FORM

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Account Number: \_\_\_\_\_ Required Additional Funds Y/N

Estimated Cost: \_\_\_\_\_

Brief description of commodity or service needed and its purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CHECK LIST:

#### BID INFORMATION NEEDED:

##### 1) Specifications:

- A. 2-3 suppliers must be able to meet these specifications - no brand names
- B. Quantity has been identified
- C. Delivery date requirements
- D. Warranty information requirements

##### 2) Possible vendors list - all those whom you have spoken with or that you know sell this type of commodity/service

#### PROPOSAL INFORMATION NEEDED: (Services and High Tech. Equipment)

##### 1) RFP document: Optional use of the pre-developed outline - available from purchasing

- A. Background information and purpose
- B. Organization of the RFP and procedures
- C. Time table
- D. Optional: pre-proposal conference (used to explain the procurement requirements)
- E. Evaluation criteria
- F. Instructions: number of copies and information required
- G. Other procurement procedures
- H. Insurance requirements, licensing requirements, and proof of Workers Compensation etc.
- I. Payments terms

##### 2) Possible vendors list - all those whom you have spoken with or that you know sell this equipment/service

##### 3) Evaluation Committee: Please attach a list of those people who you feel are experts in this area or would be a benefit to the evaluation process. These people will need to meet, discuss the proposals and give an independent evaluation based on the "Evaluation Criteria" outlined in the RFP. Each member will need to submit an "Evaluation Sheet" for each RFP evaluated. (A sample evaluation sheet is available from purchasing)

##### 4) Contract: The Attorney's office will provide.

Department Head Approval: \_\_\_\_\_

Commission Approval:

\_\_\_\_\_

\_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_

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Attorney Approval:

\_\_\_\_\_

Comment \_\_\_\_\_

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\_\_\_\_\_

Contract: Y/N